

Metropolitan King County Council

Position Descriptions



Position: Senior Legislative Analyst	FLSA: salaried, overtime exempt
Department: Policy Staff	Salary Grade: 72
Council Approved: November 7, 2011	

Summary

Conducts public policy and fiscal legislation research and provides budget, accounting, finance, public administration, social science, planning, operations research and evaluation, capital projects, transportation or policy analysis in support of social, financial, environmental, service delivery programs and goals. Tracks and analyzes proposed legislation and identifies policy and fiscal impacts, consequences and risks, and develops policy options. Presents reports to council committees. The Senior Legislative Analyst is a salaried, overtime exempt classification.

Union Membership: The Council Legislative Analysts are a bargaining unit presently represented by the International Brotherhood of Teamsters Local 117. One analyst position is excluded from the bargaining unit as a confidential employee performing labor policy analysis.

Distinguishing Career Features

The Senior Legislative Analyst (LA) is the first level in a three-level career path of professional staff that supports the Metropolitan King County Council and its committees. All council professional staff conduct qualitative and quantitative analysis of policy issues, assist with development and implementation of council-directed initiatives and participate in the Council's annual budget adoption process by analyzing budgets and financial plans as assigned. As professional staff move through the career path, assignment areas become increasingly complex, controversial and politically sensitive, requiring commensurate analytical, leadership, project management, strategic planning and written, presentation and oral communication skills.

The Senior LA applies expertise in a particular skill or subject area to projects and issues that may have long term impacts. The Senior LA conducts qualitative and quantitative analysis of legislation and issues that may be complex or controversial. The Senior LA identifies and evaluates policy and fiscal impacts, consequences, and risks associated with legislative proposals and council-directed initiatives and presents analysis in public council meetings. The Senior LA routinely develops policy and fiscal options for council decision-makers with limited supervision. The Senior LA routinely works as part of a team or interacts on policy issues with senior staff from other county and outside work groups. The Senior LA researches, organizes, and synthesizes large amounts of qualitative and quantitative information to make it easily understood for decision makers.

Advancement to Principal Legislative Analyst requires demonstrating at least the following: the ability to analyze legislation and issues that involve interrelated issues effecting the mission of County departments/agencies; the ability to assume a team leader role; the ability to initiate and facilitate processes with other agencies; and a combination of education and experience equivalent to a Master's degree and six years.

Essential Duties and Responsibilities

- Researches and analyzes legislation referred to the Council on specific policy and fiscal matters. Identifies legislative and executive intent. Conducts objective analysis of policy and fiscal issues, ensuring technical correctness and consistency with existing policies. Coordinates legal review as necessary.
- Prepares written staff reports and briefings for council committees. Summarizes intent, outlines background information, analyzes important issues, and identifies legal issues, impacts and risks. Prepares pertinent attachments and illustrations.
- Presents staff reports and briefings before council committees, explaining the intent of proposed legislation and results of analysis. Anticipates and responds to questions and requests for information, often in an argumentative setting.
- Provides advice and counsel on complex subject-specific matter involving strategic direction, policy, organizational, and operational issues.
- Provides consultation in connection with legislation and policy development involving broadly defined subject matter, services, and processes.
- Reviews annual budget proposals for assigned agencies. Reviews executive branch annual budget proposals, engages in discussions about intent and expected outcomes, analyzes issues, and develops options.
- Conducts research projects that contribute to evaluation of economic and program consequences.
- Prepares drafts of legislation and amendments as required for Council approval. Reviews for compliance with professional and technical standards.
- Researches and develops new ideas or legislation proposals based on County Council member request.
- Leads or participates in internal and external committees such as those comprised of departmental staff, interdepartmental staff, and interagency staff.
- Reviews and tracks performance reports from departments, or subjects, or agencies represented. Analyzes and may coordinate with other legislative committees to present updates to Council members.
- Establishes and maintains productive relationships with other committee teams, county departments, and external customers.
- May provide guidance and mentoring of team members or other staff support.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- The position requires specialized professional knowledge of the theories, concepts, principles and practices in one or more of the following areas, depending on the needs of the organization: public administration, budget and accounting, financial planning and analysis, management, social science, planning, operations research and evaluation, or the equivalent that can aid policy analysis.
- Requires a working knowledge of the legislative process and council and committee parliamentary rules and procedures.
- Requires a working knowledge of federal and state mandates and programs for the assigned subject matter.
- Requires considerable knowledge of research design and sequencing of project steps.

- Requires well-developed knowledge of, and skill in using personal computers, common desktop productivity software, and specialized research tools.
- Requires well-developed math skills to perform statistical, financial, and economic analyses.
- Requires in-depth knowledge of the qualitative and quantitative techniques for measuring effectiveness.
- Requires well-developed knowledge of modern English to prepare professional reports suitable for public communication.
- Requires well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation with work teams, facilitate small group discussions, and prepare and deliver formal presentations to audiences that may offer argumentative discussion, often in frustrating situations.

Abilities

- Requires the ability to carry out the duties and responsibilities of the position.
- Requires the ability to interpret and apply relevant sections of the King County Code, and local, regional, state and federal mandates and programs.
- Requires the ability to setup and sequence steps in conducting research and analysis.
- Requires the ability to understand implications of new information for current and future problem solving and decision-making.
- Requires the ability to use logic and reasoning to identify strengths and weaknesses of proposals, alternatives, and conclusions and whether proposals comply with policy, laws, or regulations.
- Requires the ability to remain objective with politicians and to properly handle private and confidential communications.
- Requires the ability to present facts and recommendations in a clear, concise, interesting, and logical and objective manner, both orally and in writing.
- Requires the ability to develop and maintain positive work relationships with peers, other committees, county organization units, communities, and agencies.
- Requires the ability to give full attention to what other people are saying, take time to understand facts and points being made, ask appropriate questions, and not interrupt at inappropriate times.
- Requires the ability to prioritize workload to meet deadlines.
- Requires the ability to work varying schedules and locations.
- Requires consistent attendance and punctuality.

Education and Experience

The position typically requires a Masters Degree in public administration, finance, accounting, transportation planning, behavioral or social science, political science, business, economics or equivalent discipline that will enable job performance and 4 years of experience performing professional level work in an analytical, evaluative, and planning capacity. Experience providing finance, budget, transportation or capital projects policy analysis is strongly desired.

Licenses and Certificates

May be required to travel throughout King County or surrounding areas in a timely manner.

Working Conditions

Work is performed indoors where minimal safety considerations exist.